

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **HEAD SOCIAL WELFARE EXAMINER**

Jurisdictional Class: **Competitive**

Date Adopted: **5/15/97**

Date Revised: **08/31/00**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **20**

DISTINGUISHING FEATURES OF CLASS: The employee has broad, administrative responsibility for local policy planning, for federal, state, and local program and rule implementation, and for direction of the Economic Security and Medicaid Divisions. The incumbent has considerable latitude in expressing independent judgments in the formulation of local policies and procedures to affect the agency's goal. The management of the Divisions is vested within this classification. Assignments in the form of broad directives are received through conferences with the Commissioner and/or Deputy Commissioner of Social Services for implementation. The work is reviewed through conferences and effectiveness of the program delivery. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops local policies and procedures which relate to financial eligibility for the various programs administered by the local social services district;

Interprets federal, state, and local policies and programs as they relate to financial eligibility;

Plans, coordinates, supervises, and manages activities within assigned area of responsibility;

Establishes necessary controls for determining staff performance and makes necessary performance evaluations;

Maintains cooperative relationships with other units and sections of the agency, through administrative channels,

Coordinates and maintains contact with community groups and agencies in area of responsibility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of federal, state and local social services laws and programs as they affect eligibility for financial assistance; comprehensive knowledge of agency's overall programs, policies and procedures; thorough knowledge of other laws and programs which may affect eligibility, such as Workmen's Compensation, Social Security, and Unemployment Insurance; thorough knowledge of modern management principles and practices as they relate to the organizational structure; thorough knowledge of principles and practices of Social Services administration and effective manpower utilization; ability to manage effectively; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports and develop policies and procedures, initiative; tact; judgment; leadership.

MINIMUM QUALIFICATIONS: Five (5) years of experience in examining, investigating, or evaluating claims for assistance, veterans, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, three years of which must have been in a supervisory capacity.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: 08/31/2000

Last Updated: 08/31/2000

Reviewed By: n/a

Last Reallocated: n/a

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NOTE: Study in a regionally accredited university or college or one registered by the State of New York or a New York State registered business college may be substituted for the general experience, but not for the supervisory experience, on a year for year basis.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.